



GEP is a diverse team of people passionate about procurement

### Contact

GEP - Global eProcure s. r. o.  
Hradčanská Office Centre  
Milady Horákové 116/109  
160 00, Praha 6  
+420 233 025 400  
[www.gep.com](http://www.gep.com)

To apply directly go to:

<https://www.gep.com/company/careers>

For further information contact our recruiting team at : [recruiting.prague@gep.com](mailto:recruiting.prague@gep.com)



**Procurement Specialist**

**...become an expert in procurement with GEP**

### Are you:

- Highly self-motivated?
- Working well in a team setting?
- Interested in working in a multi-cultural environment?
- Enjoying analyzing data and deriving conclusions?
- Willing to go the extra mile to delight a client?
- Fluent in English and another European language (e.g. German, French, Italian, Spanish)

**Then we are looking for you!**

**Achieve extraordinary outcomes with extraordinary people**



## The job description

GEP is a diverse, creative team of people passionate about procurement. We invest ourselves entirely in our customers' success, creating strong collaborative relationships that deliver extraordinary value year after year. We deliver practical, effective consulting, outsourcing and technology solutions that are helping shape the future of procurement.

## Key responsibilities :

- Managing and supporting end-to-end procurement processes by finding suitable suppliers, executing requests for proposals and preparing price analysis
- Preparing and supporting negotiation events (traditional and electronic - eAuctions)
- Conducting supplier market research
- Conducting supplier profiling and financial risk assessment
- Analyzing spend data
- Create Purchase Orders on behalf of our client
- Managing the procure to pay process
- Managing supplier evaluations for our clients



## Reasons to consider working here

### We are committed to grow our people.

GEP brings together the brightest individuals to deliver leading-edge solutions in procurement. Guidance and growth are driven by senior management open-door policy. Our extensive training and leadership development programs are world-class. The commitment of our leaders to coach and mentor is a top priority.

### We are a team.

GEP provides an encouraging team-based environment. As a global firm, most client teams consist of employees located on multiple continents working with experts with diverse experience. Individual contributions include client deliverables and also firm building activities.

### We care.

GEP understands how flexibility and work-life balance are important for well being of the employees. Our Health & Wellness team is dedicated to enhancing sound work environment in our Prague office. Local GEP Social Initiative team constantly comes up with new projects to support charitable activities where everybody is welcome to join.

We offer excellent salary packages and benefits model - contact us to explore further.